

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Patrol the entire city or an assigned part thereof and investigate irregular conditions and circumstances, suspicious persons and their activities, detect and prevent crime, direct traffic when necessary or as expressly assigned, assist the public, make arrests as required by law, and act as jailer and perform all duties related thereto, as required.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class is primarily confined to patrol and traffic direction tasks, and requires considerable independent ability and responsibility in emergencies. Employees usually work alone and are subject only to general supervision of a superior; however, special assignments are usually carried out under the immediate and special supervision of a superior officer.

EXAMPLES OF WORK

(Illustrative only.)

Patrol assigned area on foot, on a motorcycle, or in a radio cruising car, as required;

Report immediately to headquarters any hazardous conditions found in streets or on sidewalks, such as fallen tree limbs or electrical power lines, broken water or gas mains, etc.;

Give special assistance to fire trucks, ambulances, doctors' cars, and public utility emergency repair vehicles in getting through traffic and congested areas during emergencies;

Direct traffic and keep it moving; mark cars for overtime parking; investigate traffic accidents and make reports to headquarters;

Watch for and investigate suspicious activities; be on the lookout for wanted and missing persons, stolen cars, and property;

Answer questions for, direct, and assist the public;

Check railway and bus stations for vagrants, disorderly persons, wanted and missing persons, and generally protect and assist the traveling public;

Maintain order in crowds and at public gatherings;

Receive and transmit radio messages from radio patrol car;

Escort parades, funeral processions, and convoys;

Serve subpoenas and execute warrants, as directed;

Arrest law violators as required by law;

Search arrested persons for offensive or dangerous weapons, and incriminating evidence;

Escort prisoners to headquarters and have them booked on charges;

Escort prisoners to court, and testify in court, when required;

Open and close river bridge, as directed;

Make reports;

Maintains prison facilities; makes regular inspection of facilities and security precautions to insure order. Keeps all prisoner records and performs duties necessary for the admission and release of prisoners. Oversees meals, housing, medical attention, and daily activity of prisoners.

Do other related work as instructed by superior officer.

QUALIFICATION REQUIREMENTS

F.C.C. permit required for operation of radio;

Must successfully pass a civil service examination testing his aptitude for this position.

Must successfully pass a medical examination assuring good health and physical abilities sufficient, in the opinion of the board, to indicate satisfactory performance of required work of this class, before appointment from employment list.

Requirements of this class:

1. Age: 21-44 -- Applicant must not have reached 45th birthday by date of appointment..
2. Education: High school graduate or possess a valid equivalent certificate issued by the State Department of Education.
3. License: A valid Louisiana driver's license.
4. Vision: 20/20 or better, corrected to 20/20 with normal color vision and depth perception.
5. Good moral character.

MR	03-19-46	04-12-90
Rev	06-12-65	08-03-93
	05-07-75	07-11-01
	07-22-80	
	11-16-82	